



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-11-36

<u>OPEN TO</u>	US Citizen Eligible Family Members (USEFMS) Current mission employees serving a probationary period are not eligible to apply.
<u>POSITION</u>	Consular Assistant
<u>OPENING DATE</u>	Wednesday: June 16, 2011
<u>CLOSING DATE</u>	Wednesday: June 30, 2011
<u>WORK HOURS</u>	Full-time; 40 hour workweek
<u>GRADE/SALARY</u>	FP-08 \$35,753

ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN

The U.S. Embassy in Khartoum, Sudan is seeking a qualified Eligible Family Member for the position of Consular Assistant at the Consular Section.

BASIC FUNCTION OF POSITION

Accepts and pre-screen applications for U.S. passports and Consular Reports of Birth Abroad. As needed, visits American citizens who have been arrested or imprisoned, and provides assistance in Special Citizens Services cases. Plans and participates in outreach activities to inform public on Embassy NIV procedures. Tracks consular correspondence, including Congressional inquiries, and drafts responses. Assist in collection of biometric information from visa applicants. Other duties as assigned by consular section chief.

QUALIFICATIONS (REQUIRED)

Applicants must meet **ALL** of the following criteria to be considered for employment

1. Education:

High School Diploma

2. Work Experience:

One year of prior work experience involving the application of complex regulatory material and extensive public contact.

3. Language Proficiency (Applicants Will be tested as applicable):

English Level IV(Fluent)

4. Skills and Abilities:

- Exercise of tact and good judgment in dealing with the public, often under difficult and sensitive circumstances.
- Ability to draft correspondence in precise and correct English.
- The employee operates within the framework of prescribed regulations and procedures and post guidance, but is given appreciable latitude, and considerable reliance is placed upon knowledge and good judgment.
- Good working knowledge of Microsoft Word and Outlook programs.

SELECTION CRITERIA

- Applicants must be eligible for employment under local labor law, i.e. must have a valid Sudanese work permit if applicable.
- Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
- Selected candidates must pass a pre-employment medical and security clearance prior to an offer of employment.
- When fully qualified, U.S. Citizens and U.S. Veterans are given preference.

TO APPLY

All applicants must submit the following:

1. DS-174, Application for Employment available at the U.S. Embassy website http://sudan.usembassy.gov/job_opportunities.html, "Job Opportunities".
 - **ONLY Application Form DS-174 will be accepted.**
 - **DO NOT attach any additional documents.**
 - **Applications submitted on any other form, or with attachments, will NOT be considered.**
2. Completed applications must be received on or before 04:30 PM on the closing date.
 - Applications received after the closing date will not be considered.
3. Applications may be submitted as follows:
 - E-mail: KhartoumHRApplications@state.gov. Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
 - By Hand: Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. . Application box outside Consular Entrance.
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.